



# Village of Manchester, Vermont

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## **DRAFT MINUTES**

### **Regular Meeting**

**Village of Manchester Board of Trustees**

**Monday, November 4, 2019**

**4:30 p.m., at the Village of Manchester Office, 45 Union Street**

**In Attendance:** President, Brian Knight; Trustees, Jim Lewis, Richard Moore, Nina Mooney and Bill Mariano, Clerk/Treasurer & Tax Collector, Julia Arvin; Assistant Clerk/Treasurer and Secretary, Missy Bell-Johnson,

**Public:** Donald Brodie, Keld Alstrup, Anthony MacLauren, Marian Haines

**The meeting was called to order at 4:30 pm**

**Trustee Moore motioned to approve the minutes from the October 7, 2019 Regular Meeting. Trustee Lewis seconded the motion and all voted in favor.**

**The Tree Cutting and Stump Grinding proposal for 2019/20 was reviewed and discussed. Trees that came down in a bad wind storm last week were mentioned. Trustee Moore mentioned that he would like to see the bids go out to as many companies as possible. Trustee Lewis motioned to accept the tree list as proposed and to send the list of companies being asked to bid to the trustees. Trustee Mariano seconded the motion and all voted in favor.**

### **Updates on Outstanding Issues:**

**President Knight provided an update of his preliminary work with BCRC on a traffic study for the Seminary Avenue, West Road and Route 7A Intersection. He expressed having some frustration over the lack of progress. The BCRC has been attempting to bring BBA into the plan; however the traffic is not necessarily a problem due to the BBA's expansion, but a problem in general. A traffic study will cost between \$20,000 and \$30,000. BCRC has committed to assisting the Village in completing a VTrans proposal that would assist the Village with the cost of the study. Unfortunately, that process through to fruition could take several years. Trustee Mooney asked what could be done in the meantime and she proposed looking into cameras that give tickets or warnings to drivers speeding. Richard Moore stated that there were alternatives that should be looked into. The previously purchased traffic sign was also discussed. Trustee Lewis mentioned that he had looked into purchasing some traffic signs but that he was told that placing such signs**

does not usually produce the outcome expected. A list created by Trustee Mooney outlining a number of options for dealing with the problems in the area was provided to BBA

Trustee Mooney asked whether a ruling was made on the issue of allowing buses on Franklin & Dillingham and stated it was not an acceptable practice. Mr. Brodie spoke on behalf of the Planning Commission and was asked to check into the inquiry and to confirm.

Trustee Moore would like to see a three-way stop sign at Taconic and Prospect Street. In response to a safety concern about the placement of the signs, President Knight stated that there would be warning signs leading up to the stop and that there are regulations that will need to be followed. Trustee Lewis was asked to look into the possibility of making this area a three-way stop and if addressing speed in this matter is feasible.

President Knight then updated all on matters relating to the County Courthouse. The Preservation Trust has been asked to see if they can raise money to restore the Courthouse. The task force is in the process of obtaining the cost of upkeep on the building and just what services are needed at the property

The Holiday Lighting Project is underway. Ms. Haines is getting the wreaths ready and Trustee Lewis will be working with the road crew to determine how the wreaths will go up. Ms. Haines indicated that \$775.00 had been raised for the project and provided information on some of the expenses thus far. She also mentioned that there were four people who expressed interest in covering unfunded expenses if necessary. Fortunately, it does not appear that additional funding is needed to complete the planned decorations this fall. The Trustees commended Ms. Haines for her work on this project. A work session has been scheduled for the Saturday after Thanksgiving for the assembling of the wreaths. Trustee Lewis commented that the wreaths are usually hung on Monday after Thanksgiving but that work would only take place if the weather cooperates. The possibility of wrapping the remaining lamp posts in garland and lights was discussed and it was generally agreed that the wreath project should be completed first.

#### Reports:

- Roads and Trees: Trustee Lewis provided that River Road has been paved and staff is working on getting the state to paint the lines. He is hopeful that the bottom of Union Street will be paved before the weather changes.

Three major trees fell during the storm last week. Some overtime was incurred in the clean-up.

Trustee Lewis and Donald Brodie provided information on the curb cut on Union Street at EOB. The matter has been referred to the EOB Board and its property management company for research.

- Treasurer/Tax Collector: Ms. Arvin provided an update on tax payments and mentioned that collection is a little ahead of last year with 22 properties still due. She mentioned that several properties in arrears were in the process of being sold including the Mark Skinner Library building which is scheduled for auction on November 22<sup>nd</sup>.

The Heavy Equipment Fund summary was distributed. The transfer from the main checking account to the Fund will go through in November.

The Village was the recipient of a State grant for several hundred dollars.

Expenses are on track;

A review of potential software for the office will be commencing shortly. QuickBooks and municipal specific programs will be looked at to see if they are financially feasible. Some are created to handle tax bills and payments which would be very helpful. Ms. Arvin expects to have an update for the BOT on the research as soon as January meeting.

- Administrative Officer: Eric Scott submitted a written report and it is on file.
- Other/New Business:
  - Mr. Alstrup commented that water is still pooling at the end of Riverbend Drive and River Road. President Knight and Trustee Lewis indicated that work was completed in this area. Mr. Alstrup commented that a hole in the rock wall and a culvert were not completed.
  - Mr. Alstrup then followed up on a question posed at the Annual Meeting regarding interest payments for the Village bank accounts. Mr. Arvin responded by saying that she has been trying to set up a meeting with Berkshire Bank officials but was having difficulty. The bank did increase interest on one account to 1.25%. She would like to talk with them about options and transferring money not currently being used to a certificate of deposit.

At 5:21 pm Trustee Lewis motioned to go into executive session. President Knight seconded the motion and all voted in favor.

Upon exiting executive session, the following items were set for action and follow-up:

- Ms. Arvin will look into the possibility of moving the bank accounts to a different bank;
- Trustee Mooney will work with the Planning Commission to determine if Burr and Burton Academy should be classified as a separate district within the Village of Manchester;
- President Knight will seek legal advice from Village counsel regarding a personnel issue